

Attachment B – Specifications

RFx No. 3000021425

Title: *Mand.Site**FAX BID* - Lawn Maint. - SOS

Lawn care schedule and specifications for Louisiana State Archives

Lawn care service (estimated 40 cuts each year)

- I. Scope of work:
 - A. Contractor is to furnish all labor, tools, equipment, materials, supervision, and transportation to perform landscape maintenance.
 - B. Contractor is to be in possession of all applicable licenses and permits required by state and local agencies including but not limited to, the Louisiana commercial pesticide applicator's certification, Louisiana landscape/horticulturist license, ground owner operator license and landscape irrigation contractor's license.
 - C. A working supervisor should make weekly inspections of the property.
 - D. The same turf crew employee/employees to perform the service during the length of the contract.
 - E. Assigned employee supervisor must coordinate job related tasks with Louisiana State Archives designated person.
 - F. Written service ticket must be provided for each visit to the location, either to be faxed or hand delivered.
 - G. Lawn care includes – grass cutting, weed-eating and litter pick up at the Louisiana State Archives location.
- II. Schedule of services:
 - A. March through October (weekly)
 1. Pick up debris on grounds, including parking lots and drives.
 2. Mow the grass.
 3. Weed-eat around buildings, trees, hedges and other obstacles.
 4. Edge sidewalks and curbs.
 5. Blow away cut grass from sidewalks, parking lots and drives.
 - B. November through February (monthly)
 1. Pick up debris on grounds, including parking lots and drives.
 2. Mow the grass.
 3. Weed-eat around building, trees, hedges and all other obstacles.
 4. Edge sidewalks and curbs.
 5. Blow away cut grass from sidewalks, parking lots and drives.
 - C. Contractor must possess: Contractor's license with the Louisiana Horticulture Commission, phone number: (225) 952-8100. Contractors must be certified and licensed: vendor must possess a Ground Owner Operator's License, employ a commercial pesticide applicator with a Louisiana Category III Pesticide Certification and Landscape Irrigation Contractor's License. Vendor will furnish and deliver all labor, materials, supplies, tools and equipment necessary to maintain the lawn care service year round at the state archive

Attachment B – Specifications

RFx No. 3000021425

Title: *Mand.Site**FAX BID* - Lawn Maint. - SOS

Grounds keeping schedule and specifications for Louisiana State Archives

- I. Scope of work:
 - A. Contractor to furnish all labor, tools, equipment, materials, supervision, and transportation to perform landscape maintenance.
 - B. Contractor to be in possession of all applicable licenses and permits required by state and local agencies including, but not limited to, the Louisiana Commercial Pesticide Applicator's certification, Louisiana Landscape contractor's license, the Louisiana State Horticulture Service license, and ground owner operator license.
 - C. A working supervisor is to be on site at each service.
 - D. Contractor is responsible for maintenance and repairs to the irrigation system
- II. Schedule of services:
 - A. At each service –
 - 1. Monitor landscape for insects and diseases.
 - 2. Apply insecticides and/or fungicides if necessary based on assessment.
 - 3. Assess flow bed wetness and adjust system as required.
 - 4. Remove plant debris from property and replace dead and infested shrubbery and/or plants.
 - 5. Submit a report of services to the Louisiana State Archive staff indicating all services provided that day and a listing of all pesticides and fertilizers applied, formulation used, rate applied, applicator's name, plant being treated, problem pest and a copy of the MSDS sheet for any products used.
 - B. Services to be performed every 2 weeks –
 - 1. Weed flower beds and keep them weed free.
 - C. Services to perform every other month –
 - 1. Prune all shrubs and small trees to keep walkways clear.
 - 2. Hedge all shrubs requiring hedging.
 - D. At appropriate time –
 - 1. Fertilize all shrubs and annual beds three times a year during the growing season using a slow release fertilizer specially formulated for the plants being fertilized.
 - 2. Mulch all beds and individual shrubs and trees using mulch with such being six inches deep at the high point and one inch near the trunk.
- III. General requirements:
 - A. Provide, if possible, that the same employee or employees perform the service during the length of the contract.
 - B. Assigned employee supervisor must cooperate and coordinate with Louisiana State Archives staff.

Attachment B – Specifications

RFx No. 3000021425

Title: *Mand.Site**FAX BID* - Lawn Maint. - SOS

- C. Contractor must possess: Contractor's license with the Louisiana Horticulture Commission, phone number: (225) 952-8100. Contractors must be certified and licensed: vendor must possess a Ground Owner Operator's License, employ a commercial pesticide applicator with a Louisiana Category III Pesticide Certification and Landscape Irrigation Contractor's License. Vendor will furnish and deliver all labor, materials, supplies, tools and equipment necessary to maintain the lawn care service year round at the state archive